

October 26, 2000

*Subject: Commercial Carpet manufacturers “ Strategic Partner” listing application*

Dear Prospective Strategic Partner:

Enclosed is the form for the application to join our Commercial Carpet Manufacturer “Strategic Partner Listing”. Once your application is accepted, a listing will be published to make available your carpeting to the State Agencies and Public Bodies of Virginia. This document will not only serve as a basis for your Partnering with the Commonwealth, but contains Terms and Conditions which will govern the future purchases Partnering Agreement.

Submission checklist:

- (1) Thoroughly complete the application form. **DO NOT** leave any blank spaces on the form.
- (2) Submit the form to the designated COVA reception points.

Please return your completed agreement within the next 7 – 10 days. The COVA is attempting to establish as many agreements as possible by the first week of November.

Should you have any questions, please feel free to contact me at the following email address:

[contract-survey@dgs.state.va.us](mailto:contract-survey@dgs.state.va.us) (Use “Strategic Partner” as the subject)

Sincerely,

Robert J. Pareene  
Statewide Commodities Contract Officer

Mail to: COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF GENERAL SERVICES  
DIVISION OF PURCHASES AND SUPPLY  
P. O. BOX 1199  
RICHMOND, VA 23218-1199

Deliver to: COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF GENERAL SERVICES  
DIVISION OF PURCHASES AND SUPPLY  
805 EAST BROAD STREET  
3<sup>RD</sup> FLOOR BID TABULATION AREA  
RICHMOND, VA 23219

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STRATEGIC PARTNER  
AGREEMENT  
COMMERCIAL CARPET

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The Commonwealth of Virginia (COVA) is compiling a listing of qualified carpet manufacturers (Strategic Partners) with whom we will establish this Strategic Partner Agreement to sell commercial carpeting to dealers (Trading Partners) who have signed a Trading Partner Agreement with COVA. Strategic Partners are encouraged to offer their entire line of commercial carpets. Authorized users of this agreement will issue solicitations specific to individual projects to Trading Partners who in turn will place carpet orders with the appropriate Strategic Partner.

Commodity: Carpet Date: October 26, 2000

Contract ID #: 3601000-10

Authorized Users: State Agencies and Public Bodies

Contract Period: Date of Agreement through  
October 30, 2001

Contract Officer: Robert Pareene Phone: (804) 786-3849

In compliance with all the terms and conditions of this agreement, I certify that I am authorized to sign this agreement.

Company Name & Address

Date \_\_\_\_\_

By \_\_\_\_\_

Signature in ink

Name \_\_\_\_\_

(Please Print)

Title \_\_\_\_\_

Email Address: \_\_\_\_\_

FIN or SS Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

FAX \_\_\_\_\_

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## **AGREEMENT TERMS AND CONDITIONS**

### **I. STRATEGIC PARTNER REQUIREMENTS:**

- A. The Strategic Partner shall be an established manufacturer of commercial carpet. Commercial Carpet shall be carpet manufactured for use in public buildings and businesses including college dormitories. Carpet manufactured for use in private or personal residences is not covered by this definition.
- B. The Strategic Partner shall have its own manufacturing facility; contracted or commissioned tufting is not acceptable.
- C. The Strategic Partner shall have full time employee or qualified distributor (a Trading Partner cannot be named as a distributor) located in or adjacent to the state of Virginia to assist agencies and or the dealers as needed.
- D. The Strategic Partner shall possess a fully integrated mill with tufting, weaving, shearing dyeing (if not pre-dyed by yarn manufacturer), and apply backings (excluding enhancer) in the Strategic Partner's owned facilities. If the Strategic Partner does not have the capacity to do all of its space dyeing in house, they may contract out a limited amount to a dye house approved by the manufacturer of the yarn.
- E. The Strategic Partner warrants all carpet offered and provided pursuant to this agreement meets all specifications listed in the manufacturer's specification sheets. Further, all carpet samples provided by the manufacturer in response to this agreement are true and correct samples of the products which will be provided to any authorized user of this agreement.

**II. CARPETS INCLUDED IN THIS AGREEMENT:** Using the attached Excel file (available on floppy disk), list each carpet you want included under this agreement by name and include a budget installed per yard price for each carpet. This price does not dictate either the Strategic Partner's sale price to the Trading Partner nor does it dictate the Trading Partner's bid/offer price. This pricing must be realistic, as the authorized users of this agreement will be using it for budgetary planning in determining which carpets they will consider prior to the solicitation process.

**III. CARPET SPECIFICATIONS, SAMPLES AND WARRANTIES:** The Strategic Partner agrees to provide upon request the following: Carpet samples, warranties and manufacturer specifications to all trading partners and authorized users.

**IV. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

Strategic Partner Agreement Between COVA and \_\_\_\_\_  
(Insert Your Name Here)

[illegible]

Note: Make as many copies of this sheet as necessary. This page is available on a floppy disk and in MS Excel format.